



FFY 2021 Children's Justice Act (CJAC) Grant Program Notice of Funding Availability (NOFA)

Online Submission Deadline: September 24, 2021, 3 pm

**Funded through:
The U.S. Department of Health and Human Services (CFDA# 93.643)**

Governor's Office of Crime Prevention, Youth, and Victims Services
100 Community Place
Crownsville, Maryland 21032-2022
(410) 697-9338
www.goccp.maryland.gov

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr., Executive Director

ELIGIBILITY

Funding through this application is available to State and local law enforcement agencies, State and local government agencies, and non-profit and non-governmental victim service organizations to improve the investigative, administrative, and judicial handling of cases of child abuse and neglect, including child sexual abuse and exploitation.

IMPORTANT LINKS

[Application Instructions:](http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf)
<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>

[Grants Management System \(GMS\):](http://goccp.maryland.gov/grants/)
<http://goccp.maryland.gov/grants/>

GMS submission is required; Hard copy applications are not accepted.

Purpose

Thank you for applying for the **Children's Justice Act (CJAC) Program** from the **Governor's Office of Crime Prevention, Youth, and Victim Services (The Office)**. The primary purpose of CJAC is to improve the investigative, administrative, and judicial handling of cases of child abuse and neglect, including child sexual abuse and exploitation, through the development of innovative programming. CJAC funds are to be primarily focused on the front-end, intake, and investigative stage of child welfare. This aligns with the Governor's Office of Crime Prevention, Youth, and Victim Services' objective of reducing victimization in Maryland's children.

If you need assistance with program criteria or have questions on program design, please contact:

Kelly Gorman, Statewide Handle with Care Coordinator and Program Assistant
kelly.gorman@maryland.gov

If you need technical application assistance, please contact:

Mary Abraham, Deputy Director
mary.abraham@maryland.gov

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three question customer experience survey [customer experience survey](#).

Governor's Office of Crime Prevention, Youth, and Victim Services Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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I. ELIGIBILITY CRITERIA

A. General

The following entities in Maryland are eligible to submit no more than one (1) application for CJAC funding:

- Local government agencies
- State government agencies
- Local law enforcement
- State law enforcement
- Non-profit organizations

Applications for “continuation” projects must detail the success of existing projects and the status of meeting the goals and objectives of the project.

B. Non-profit – 501(c)(3)

An organization must provide proof of this status by submitting a copy of its status letter from the IRS with the application. The requirements for obtaining 501 (c)(3) status can be found on the Internal Revenue Service website (www.irs.gov); search for Publication 557, “Tax-Exempt Status for Your Organization.” If the IRS letter is not available, a letter from your organization’s authorized official listing officers, bylaws, and/or articles is permissible until such time that a copy can be obtained from the IRS.

C. Faith-Based Organizations

Faith-based organizations applying for grant funding do not have to relinquish or modify their religious identity (e.g., remove religious symbols) to be considered eligible applicants. However, grant funding may not be used to fund any inherently religious activity, such as prayer or worship. Organizations may continue to engage in inherently religious activities; however, such activities may not coincide with activities funded by the grant—i.e., such religious activities must be separate (in time and place) from the grant funded activity. Further, any participation in religious activities by individuals receiving services provided under the grant must be voluntary.

II. PROGRAM DESCRIPTION

A. Requiring Agency

Governor’s Office of Crime Prevention, Youth, and Victim Services

B. Opportunity Title

Children’s Justice Act (CJAC) Grant Program

C. Submission Date

September 24, 2021 by 3 pm

D. Anticipated Period of Performance

October 1, 2021 to September 30, 2022

All funding is contingent upon the Governor’s Office of Crime Prevention, Youth, and Victim Services receiving the specified grant funds from the U.S. Department of Health & Human Services (HHS). As of the posting of this Notice, HHS HAS NOT RELEASED FY 2021 FEDERAL AWARDS.

E. Funding Opportunity Description

In 2003, the President signed the Keeping Children and Families Safe Act, Public Law 108-36. The law reauthorizes and amends Section 207(a) of Title I of the Child Abuse Prevention and Treatment Act (CAPTA), originally enacted in 1974, that authorizes grants to states for the purpose of developing, establishing and operating programs designed to improve the:

- Assessment and investigation of suspected child abuse and neglect cases, including cases of suspected child sexual abuse and exploitation, in a manner that limits additional trauma to the child and the child's family;
- Assessment and investigation of cases of suspected child abuse-related fatalities and suspected child neglect-related fatalities;
- Investigation and prosecution of cases of child abuse and neglect, including child sexual abuse and exploitation; and
- Assessment and investigation of cases involving children with disabilities or serious health-related problems who are suspected victims of child abuse and/or neglect.

The Governor's Office of Crime Prevention, Youth, and Victim Services is making approximately \$276,497 available to eligible applicants that demonstrate knowledge of and commitment to improving the administrative, judicial, and/or investigative handling of criminal and/or civil child abuse and/or neglect cases. The Office anticipates making 8-10 sub-awards ranging from \$25,000-\$72,000. **Please note that applications that do not meet the minimum range noted above or those that exceed the maximum award allocation noted above are subject to removal from consideration during the initial technical review.**

Funding for this initiative is made available through the federal Children's Justice Act grant program, which was developed in 1986 by Congress as Section 109 of CAPTA, to improve the investigation, prosecution, and judicial handling of cases of child abuse and neglect, particularly child sexual abuse and exploitation, in a manner that limits additional trauma to the child victim. Within its targeted areas of focus, the three immediate goals of the Children's Justice Act program are to:

- Improve the investigative, administrative, and judicial handling of cases of child abuse and neglect, including child sexual abuse and exploitation, as well as cases involving suspected child maltreatment related fatalities and cases involving a potential combination of jurisdictions, such as interstate, Federal-State, and State-Tribal, in a manner which reduces the additional trauma to the child victim and the victim's family and which also ensures procedural fairness to the accused;
- Develop and implement experimental, model, and demonstration programs for testing innovative approaches and techniques which may improve the prompt and successful resolution of civil and criminal court proceedings or enhance the effectiveness of judicial and administrative action in child abuse and neglect cases, particularly child sexual abuse and exploitation cases, including the enhancement of performance of court-appointed attorneys and guardians ad litem for children, and which also ensure procedural fairness to the accused; and
- Reform State laws, ordinances, regulations, protocols and procedures to provide comprehensive protection for children from abuse, including sexual abuse and exploitation, while ensuring fairness to all affected persons.

III. PROGRAM REQUIREMENTS

A. Priority Areas

CJAC establishes priority areas and criteria for funding based on a triennial assessment conducted by the Children's Justice Act Committee in Maryland. To qualify for funding under this grant, the proposed program **must support one or more of the priority areas outlined in the 2021 triennial assessment** and described below.

1. Enhance the ability of law enforcement to appropriately recognize, assess, and investigate child abuse and/or neglect and to identify threats to a child's safety during police responses to suspected child abuse and/or neglect cases.
 - a. Suggested Activity/Approach:
 - i. Increase training available to law enforcement on child trafficking, child sex abuse materials, sexual abuse, and physical abuse.
 - ii. Enhance collaboration between law enforcement agencies, Child Protective Services (CPS) investigators, and Child Advocacy Centers (CACs).
 - iii. Enhance resources to address vicarious/secondary trauma of the child welfare workforce including law enforcement and child protective services.
 - b. Desired Outcomes: Law enforcement personnel are sufficiently trained to detect and take appropriate action on suspected child abuse and/or neglect cases with special attention given to better identifying and responding to child safety threats.
2. Enhance the skills of Court Appointed Special Advocates (CASA), lawyers who represent children (i.e., Children In Need of Assistance (CINA) cases, dependency cases, etc.), and judges in handling child maltreatment cases and enhance court sensitivity to child victims and witnesses while also improving the courts' handling of cases involving very young children.
 - a. Suggested Activities/Approaches:
 - i. Increase the number of CASA volunteers and the number of bilingual mental health providers across the state in the child welfare system.
 - ii. Develop and/or expand training for judges on emerging issues of child abuse and neglect cases, specifically for children with complicated mental health needs, sexual behavior problems, and victims of sex trafficking.
 - iii. Develop skill-building training for Court Appointed Special Advocate volunteers, children's lawyers, and judges. Emphasis should be placed on local trainings addressing issues and topics of emerging importance such as providing services to LGBTQ youth, families with limited English proficiency, victims of child human trafficking, children and parents with disabilities, and children being treated with psychotropic drugs.
 - iv. Expand the capacity of Court Appointed Special Advocate programs to increase the percentage of children served and the timeliness of the appointment of advocates, through innovative projects with measurable benefits (i.e., increased volunteer retention rates, earlier assignment of volunteers, etc.) that may be replicated throughout the State.
 - b. Desired Outcomes:
 - i. Court Appointed Special Advocates and lawyers are better trained in subject areas of emerging importance.
 - ii. Judges are better trained and more sensitized to handling child abuse and neglect cases.
 - iii. Courts are child-focused/friendly.

3. Enhance response to child abuse and neglect in public and privately operated institutional juvenile facilities including but not limited to: group homes, residential facilities for youth, and foster homes.
 - a. Suggested Activities/Approaches:
 - i. Increase efforts and resources to prepare youth aging out of care. Ensure transition plans and adequate support are in place to help prevent homelessness and trafficking.
 - ii. Address the need for adequate foster care placements for children with complicated mental health needs, sexual behavior problems, and sex trafficking victims.
 - b. Desired Outcomes: Individuals working in institutional juvenile facilities are better equipped to identify child abuse and neglect and provide resources and support.
4. Enhance the use of multi-disciplinary teams & Child Advocacy Centers (CACs) to improve training on suspected child abuse and/or neglect cases including but not limited to victims of child human trafficking, LGBTQ youth, and families with limited English proficiency.
 - a. Suggested Activities/Approaches: Expand and improve multi-disciplinary teams and/or CACs through additional training. Train-the-trainer programs and trainings that expand to include participants from the region and/or statewide are highly encouraged.
 - b. Desired Outcomes: Every county in Maryland has an accredited CAC and a fully functional multi-disciplinary team according to the National Children's Alliance accreditation standards.
5. Enhance the recognition, assessment, screening, response, referral, and joint investigative process for suspected child abuse and/or neglect cases including but not limited to victims of child human trafficking, LGBTQ youth, and families with Limited English Proficiency.
 - a. Suggested Activities/Approaches: Expand and improve training for front-line staff who are responsible for recognizing, assessing, screening, and referring cases to the appropriate investigative authority such as the multidisciplinary team or CAC.
 - b. Desired Outcomes: All front-line staff are sufficiently trained to recognize and appropriately refer cases of child abuse, neglect, and child human trafficking to the appropriate investigative authority.
6. Enhance Knowledge of Adverse Childhood Experiences and Trauma-Informed Practices
 - a. Suggested Activities/Approaches: Develop/implement training on [Adverse Childhood Experiences](#) and promoting trauma-informed practices. Implementing programs that address Adverse Childhood Experiences, such as [Handle with Care](#). Enhance resources to address vicarious/secondary trauma of the child welfare workforce including law enforcement and child protective services. Enhance resources for trauma-informed training for child welfare workers.
 - b. Desired Outcomes: Child welfare staff and multi-disciplinary team members will implement a trauma-informed model to reduce re-traumatization.

Applicants are encouraged to review national best practices and proven/promising program examples in selecting a strategy for implementation. The following are recommended sources:

- National Resource Center for Child Protective Services: <http://nrccps.org/>
- U.S. Department of Health & Human Services, Children's Bureau: <http://www.acf.hhs.gov/programs/cb/resource/childrens-justice-act>
- National Children's Alliance: <http://www.nationalchildrensalliance.org/>
- Maryland Children's Alliance: <https://www.marylandchildrensalliance.org/>

B. Collaboration

One of the primary goals of CJAC is to be inclusive of the various stakeholders and consolidate local or regional efforts to achieve results for children and youth in the community. Youth and family partners are key to achieving that goal and their input into the proposal development must be included in this section. In addition to family partnerships, the need to engage stakeholders in the community is also an integral component of this call for proposals. Applications must describe the level of cooperation from the identified partners as well as general support from the community. Letters of support must be uploaded with the application and referenced in the narrative.

C. Performance Measures

Grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to the Office on a quarterly basis.

All grants will be required to report on the following performance measures:

- Percent of programs/strategies incorporating Adverse Childhood Experiences (ACEs) concepts in planning efforts and interventions.
- Percent of youth and/or families who have reported an increase in their overall well-being as a result of the funded program/service. For this purpose, well-being is defined as having generally positive experiences with the services provided.

The following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in final awards:

- Number and percentage of Law enforcement personnel reporting training increased their ability to detect and take appropriate action on suspected child abuse and/or neglect cases with special attention given to better identifying and responding to child safety threats.
- Number of courts that are perceived as child-focused/friendly
- Number and percentage of child welfare personnel reporting training increased their ability to respond to suspected child abuse and/or neglect cases with special attention given to understanding and mitigating Adverse Childhood Experiences (ACEs) and childhood trauma.
- Number and/or percentage of courts that are perceived as child-focused/friendly.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

In order to use the Governor's Office of Crime Prevention, Youth, and Victim Services web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password:

<http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is September 15, 2021. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the Governor's Office of Crime Prevention, Youth, and Victim Services, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at support@goccp.freshdesk.com for assistance.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect the Governor's Office of Crime Prevention, Youth, and Victim Services' established guidelines and procedures, training is provided through [training videos posted on the Office website](#). These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the [training videos](#) prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, [instructions](#) for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these [instructions](#) prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

VI. IMPORTANT DATES

Deadline to Request a User ID	September 15, 2021
Deadline to Submit an Online Application	September 24, 2021 by 3 pm
Letter of Intent/Denial Letters Emailed	October, 2021
Award Documents Emailed	October, 2021
Sub-award Start Date	October 1, 2021
Sub-award End Date	September 30, 2022

VII. APPLICATION EVALUATION

The Governor's Office of Crime Prevention, Youth, and Victim Services, along with the CJAC Task Force Committee, will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/grants/programs/>) and will score each application accordingly:

- Problem statement/needs justification (15 points total)
- Program goals and objectives (20 points total)
- Program strategy/program logic (10 points total)
- Performance measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending plan and budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)

CJAC is a competitive application process. The Governor's Office of Crime Prevention, Youth, and Victim Services may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, the Governor's Office of Crime Prevention, Youth, and Victim Services' staff will also review the following for each application:

- Crime rate
- Geographic distribution
- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- Audit findings
- Performance history with previous awards

Funding to CACs will be directed at centers that are accredited or are on the path to accreditation by the National Children's Alliance (NCA). Funding will also be directed to centers that are working to raise awareness and/or address Adverse Childhood Experiences (ACEs). Applicants should indicate their current status in the accreditation timeline and provide evidence to support this status (ie. submission of Memorandums of Understanding (MOU), list of multidisciplinary team members, multidisciplinary team meeting minutes). The suggested timeline is outlined as follows:

- Year 1: Development of a multidisciplinary team with signed MOUs from each partner
- Year 2 and 3: Develop and implement the medical and therapeutic components
 - Note: CACs can achieve partial or "Associate" level accreditation at the end of Year 3 if certain standards are met. This is a good indicator of the progress that a CAC is making towards accreditation.
- Year 4: The NCA site visits should be scheduled and the CAC's application should be submitted and under review. This also includes time for the center to receive feedback from the NCA and implement recommendations.
- Year 5: Full accreditation

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under CJAC for FY 2020 will begin October 1, 2021 and end on September 30, 2022. Funds are paid on a reimbursable basis.

B. Allowable Costs

The following is a listing of services, activities, and costs that are eligible for support with CJAC funds within a sub-recipient's organization:

- Salary & fringe
- Skills training for staff related to stated priority areas
- Training related travel
- Equipment
- Indirect costs

Additionally, if an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

Note regarding training: If applicants apply to attend training, please note that attendance will be limited to no more than two staff members per training. Applicants should also detail how they will transmit the information received at the training to the members that were unable to attend.

C. Unallowable Costs

The following services, activities, and costs cannot be supported with CJAC funding:

- Direct services
- Prevention programs/services
- Lobbying/administrative advocacy
- Advertising/public relations (See OMB Circular A-87)
- Capital expenditures
- Fundraising/investment management tools
- Audit expenses
- Food/beverage for meetings, conferences, trainings, or other events
- Property insurance
- Trinkets (e.g., hats, mugs, portfolios, t-shirts, coins, gift bags, etc., whether or not they include the conference name or Office of Justice Programs/Department of Justice logo) must not be purchased with Department of Justice funds as giveaways for conferences. Basic supplies that are necessary for use during the conference (e.g., folders, name tags) may be purchased.
- Entertainment/amusement/diversion/social activities and their associated costs (e.g. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)

The list above is not exhaustive. The Office reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

D. Consultant Rates

The threshold for consultant rates is \$650 per day. Rates above this threshold will be considered on a case by case basis, with sufficient budget justification.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

The Governor's Office of Crime Prevention, Youth, and Victim Services will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

A. Electronic Funds Transfer (EFT)

The Governor's Office of Crime Prevention, Youth and Victim Services encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

<https://marylandtaxes.gov/divisions/gad/eft-program.php>. See Form GADX-10 and the GAD 710 Form to instruct first time vendors to update vendor information with the General Accounting Division(GAD)/Comptroller of Maryland and to instruct existing vendors how to update changes in banking information.

B. Match

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contributions to your program, it may be written into your narrative.

C. Supplanting, Transparency, and Accountability

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

IX. APPLICATION CHECKLIST

What an Application Must Include *by the Deadline* to be Considered for Funding:

- _____ Face Sheet
- _____ Project Summary
- _____ Narrative
 - _____ Problem Statement/Needs Justification
 - _____ Program Goals
 - _____ Program Strategy
 - _____ Program Measurement
 - _____ Timeline
 - _____ Spending Plan
 - _____ Management Capabilities
 - _____ Sustainability
 - _____ Applicant Disclosure of Pending Applications Statement
- _____ Unique Entity Identifier (UEI, Currently DUNS number) and SAM Registration
- _____ Letters of Support/Commitment (if required in this NOFA)
- _____ Budget and Budget Justification
 - _____ Personnel
 - _____ Operating Expenses
 - _____ Travel
 - _____ Contractual Services
 - _____ Equipment
 - _____ Other
- _____ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- _____ Budget Prioritization
- _____ Certified Assurances
- _____ Certification Regarding Lobbying
- _____ Audit Findings/Corrective Action Plan (if applicable)
- _____ Single Audit Requirements (if applicable)
- _____ Proof of 501 (c)(3) Status (if applicable)

*Please note, the [Subrecipient Organizational Capacity Questionnaire](#) is no longer due at the time of application. If awarded, this completed questionnaire will be required post-award.

***More information on each item above can be found in the [NOFA Application Instructions](#).**

Additional Applicant Resources:

Code for Federal Regulation Title 2 CFR: <https://www.ecfr.gov/>

Department of Justice (DOJ) Financial Guide: <https://www.ojp.gov/financialguidedojo/overview>

Maryland Code: <https://mdcourts.gov/lawlib/research/gateway-to-md-law/code-rules-laws-sources>

FBI Crime Data Explorer: <https://crime-data-explorer.fr.cloud.gov/explorer/state/maryland/crime>

211 Maryland - a statewide resource available by phone and internet 24/7 to connect residents to health and human resources: <https://211md.org/>

Maryland Hate Crimes Hotline: 1-866-481-8361